

**MERIT STAFFING  
VACANCY ANNOUNCEMENT**

**U.S. DEPARTMENT OF LABOR  
An Equal Opportunity Employer**

|   |   |
|---|---|
| <b>Position:</b> Lead Manpower Development Specialist<br><br><b>Series/Grade:</b> GS-0142-13  | <b>Announcement No:</b> ETA-04-160  |
|   | <b>Opening Date:</b> September 22, 2004                                   |
|   | <b>Closing Date:</b> September 28, 2004                                   |
| <b>Salary Range:</b> \$74,391 - \$96,711<br>( includes locality pay 18.26%)   | <b>Number of Vacancies:</b> One (1)                                       |
|   | <b>Bargaining Unit:</b> Outside Bargaining Unit                           |
| <b>Organizational/Geographic Location:</b><br>Employment & Training Administration<br>Office of National Program<br>Division of Foreign Labor Certification<br>Foreign Labor Certification Processing Center<br>Chicago, Illinois | <b>Promotion Potential:</b> None  |
|   | <b>Civil Service Status Required:</b> Yes                                 |
|   | <b>Temporary Position:</b> No - Permanent                                 |
|   | <b>Part-time Position:</b> No – Full-Time                                 |
| <b>Duty Station:</b> Chicago, Illinois  | <b>Area of Consideration:</b> DOL Status<br>Candidates Only – Nation-Wide |

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://www.doleta.gov/jobs/> .

**This position is being announced concurrently under Competitive Notice procedures, ETA-04-159PN. If you wished to be considered under both procedures, you must submit two complete packages – one for each announcement.**

|  |
|--|
| <b>Position Duties and Responsibilities:</b><br><br>This position is located in the U.S. Department of Labor (DOL), Chicago Region, Employment and Training Administration (ETA), Office of National Programs (ONP), Division of Foreign Labor Certification. The Division provides national leadership and policy guidance to carry out the responsibilities of the Secretary of Labor under the Immigration and Nationality Act, as amended, concerning foreigners seeking admission to the United States in order to work.<br><br>The incumbent's primary responsibilities includes the following duties:<br><br>Serves as a team or project leader and provides technical guidance to and coordinates the efforts of foreign labor certification personnel and other subject-matter specialists assigned to the project or team. Serves as lead person on all cases involving fraud & willful misrepresentation working closely with other Federal agencies including but not limited to the Office of the Inspector General (OIG), the Immigration & Naturalization Service (INS), Consulates, Embassies and other concerned parties. Has independent responsibility for planning, coordinating, organizing, and successfully concluding difficult and complex foreign labor certification (non-agricultural or agricultural) assignments, frequently including matters that are controversial, unconventional, or novel.<br><br>Analyzes and makes recommendations on (non-agricultural or agricultural) foreign labor certification requests. Reviews Applications for Alien Employment Certification in accordance with applicable laws, regulations, and directives pertaining to immigration. Writes final decisions to approve or deny Applications based on statutory and regulatory considerations and documented facts. Reviews the administration and operations of State FLC programs and systems, with a primary focus on agency internal operations. |
|--|

**Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)**

|   |
|---|
| Applicants must have one year (52 weeks) of specialized experience equivalent to the next lower grade level, GS-12, in the Federal service. Specialized experience is experience in or directly related to the line of work of the position to be filled and that has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position (as listed in the above Duties and Responsibilities). <b><u>Applicants must also meet time-in-grade requirements.</u></b> |
|---|

## CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

|   |  |
|---|--|
| <input type="checkbox"/> Requires a security clearance  | <input type="checkbox"/> Subject to frequent overtime              |
| <input type="checkbox"/> Requires a medical examination   | <input type="checkbox"/> Subject to frequent travel                |
| <input type="checkbox"/> Subject to financial disclosure requirements   | <input type="checkbox"/> Requires a valid drivers license          |
| <input type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met. | <input type="checkbox"/> Subject to geographic mobility            |
|   | <input type="checkbox"/> Subject to drug test prior to appointment |

## METHOD OF EVALUATION

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

**IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTORS LISTED BELOW. FAILURE TO ADDRESS THESE EVALUATION FACTORS MAY IMPACT YOUR FINAL RATING OR RANKING.**

**EVALUATION FACTORS: Factors designated (H) are rated high.**

1. Working knowledge of employment and training programs, such as the Foreign Labor Certification Program. **(H)**
2. Demonstrated ability to work independently and to meet deadlines without compromising work. **(H)**
3. Skill in oral and written communications to advise and consult with a variety of customers, presenting findings and recommendations, negotiate agreements, and secure cooperation. **(H)**
4. Leadership skill to coordinate the efforts of a functional team with responsibilities for several interrelated programs. **(H)**
5. Demonstrated ability to interpret complex laws and implement regulations and provide policy guidance, such as immigration laws and policies. **(H)**

## HOW TO APPLY

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including a Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Social Security Number (SSN)
- Country of Citizenship – **MUST BE U.S. CITIZEN**
- Veterans Preference
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed.
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

|  |  |
|--|--|
| <p><b>The following material is required if checked:</b></p> <p><input checked="" type="checkbox"/> -- Most recent supervisory performance appraisal.</p> <p><input type="checkbox"/> -- College transcript, if qualifying on education.</p> <p><input checked="" type="checkbox"/> -- Copy of SF-50 to confirm status.</p> <p><input checked="" type="checkbox"/> -- Please complete and submit the attached Applicant Background Questionnaire, OMB No. 1225-0072, with your application. Submission of this form is optional. Data collected will be used only in aggregate, to assess the effectiveness of outreach efforts. Consideration for this job will not be affected by failure to submit this form.</p> <p><b>Your job application will not be accepted 1) if it is submitted in a franked government agency envelope, 2) if it is faxed from a government facility, or 3) if it is emailed from a government email account, as this would be in violation of Federal law and regulation.</b></p> <p><b>This position is being announced concurrently under Competitive Notice procedures, ETA-04-159PN. If you wished to be considered under both procedures, you must submit two complete packages – one for each announcement.</b></p> | <p><b><i>Mail your application to, or secure forms or information from:</i></b></p> <p>U.S. Department of Labor<br/>Employment and Training Administration<br/>Office of Human Resources<br/>200 Constitution Avenue, NW, Room N-4656<br/>Washington, DC 20210<br/><b>Attn: Kimberly Coleman</b><br/>Commercial: (202) 693-3922<br/>Fax: (202) 693-3734<br/>TTY: (202) 693-3924</p> <p><b>The area of consideration for this position has been limited to DOL Status Candidates- Nation-wide.</b></p> <p><b>This position is Outside of the Bargaining Unit .</b></p> <p><b>An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete application <u>must be in the Office of Human Resources by the closing date of this announcement.</u></b></p> |
|--|--|

#### **ADDITIONAL INFORMATION TO APPLICANTS**

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
- If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.
- Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.

# U.S. DEPARTMENT OF LABOR

## APPLICANT BACKGROUND QUESTIONNAIRE

OMB No. 1225-0072  
2002)

FORM APPROVED (Exp. 4-30-

The U.S. Department of Labor is requesting your completion of this form to assist the agency in evaluating and improving its efforts to publicize job openings and to encourage applications for employment from a diverse group of qualified candidates, including minorities and persons with disabilities. The Department will use the data you supply to determine how many applicants are from different groups and how many of these applicants are qualified for the job in question. The Department will then assess the effectiveness of specific outreach efforts and means of communicating information on job vacancies in light of this information.

EFFECTS OF NONDISCLOSURE: Providing the information requested on this form is voluntary. This information will have no effect on hiring decisions.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number.

Information provided on this form will be used for program evaluation. Personal identifying information will not be included in the tabulation of data in the DOL database.

The public reporting burden for this collection of information is estimated to average 5 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the U.S. Department of Labor, Human Resource Services Center, FPB, Washington, D.C. 20503.

Solicitation of this information is in accordance with 5 CFR Section 720, "Federal Equal Opportunity Recruitment Program" (FEORP).

### PLEASE COMPLETE THE FOLLOWING:

Name:

Do you have a Disability? ☐ Yes ☐ No

If You checked Yes above, is your disability one of the targeted disabilities listed below?

☐ Yes ☐ No

☐ Blind

☐ Deaf

☐ Missing Extremity(s)

☐ Partial Paralysis

☐ Complete Paralysis

☐ Convulsive Disorder

☐ Mental Retardation

☐ Mental Illness

☐ Genetic or physical condition affecting limbs or spine

Sex: ☐ Male ☐ Female

Title, Grade, and Announcement Number Of Position for which applying:

### ETHNIC SELF-IDENTIFICATION

**Are you Hispanic, Latino, or of Spanish Origin?** (Definition: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other

Spanish culture or origin, regardless of race.) ☐ Yes ☐ No

### RACE SELF-IDENTIFICATION

**Please read the descriptions, then mark one or more races to indicate what you consider yourself to be.**

☐ American Indian or Alaska Native

--- A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

☐ Asian

--- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

☐ Black or African American

--- A person having origins in any of the black racial groups of Africa.

☐ Native Hawaiian or

--- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

☐ Other Pacific Islander

☐ White

--- A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**SOURCE OF INFORMATION ABOUT THIS VACANCY:** (Check all that apply)

television Broadcast  
Personnel Office  
Employment Office  
ment Recruitment at School  
State, or Local Job Info. Center  
r Relative Working for the Agency

/DOL Jobsline